

Working towards ECDL Practice Test 3

Concepts of Information Technology (IT)

- 1 What of these is an input device?
A CD-Rom
B Mouse
C Printer
D Zip drive
- 2 What does RSI mean?
A Repeated Syndrome Injury
B Replicated Strain Injury
C Repetitive Syndrome Injury
D Repetitive Stain Injury
- 3 Which of these computer based operations uses barcode input?
A Marking on online test paper
B Issuing a book in a library
C Paying for goods using a credit card
D Ordering goods from a web site
- 4 Which type of memory holds the basic operating system commands?
A ROM
B RAM
C Cache
D Auxiliary
- 5 Which of these storage devices holds the most data?
A Floppy disk
B CD-rom
C Zip drive
D Jazz drive
- 6 Which is the first stage of the systems life cycle?
A Feasibility Study
B System Analysis
C Programming
D Testing
- 7 Which type of software would you use to prepare a budget forecast?
A Word Processing
B Database
C Presentation
D Spreadsheet
- 8 Which of these is an output device?
A CD-ROM
B Mouse
C Printer
D Zip drive
- 9 Which of these is a characteristic of electronic mail that does not apply to other methods?
A Attachments can be sent
B Messages can be sent to more than 1 person
C Mail may get lost
D Can only send to some people
- 10 Which upgrade will have the most impact on the performance of your computer?
A Adding more RAM
B Reducing the peripheral devices
C Adding a network card
D Fitting a second hard disk
- 11 What type of software controls the file system on the computer?
A GUI
B Network software
C Operating system software
D Application software
- 12 Which is the smallest unit of computer storage?
A Byte
B Bit
C Kilo bit
D Megabyte

- 13 Which type of printer prints fastest?
A Laser
B Inkjet
C Bubble jet
D Dot matrix
- 14 Which device would you chose to present the results from a data logger?
A Printer
B Plotter
C Speaker
D CD-ROM
- 15 Which type of software is used to access the Internet?
A Interface
B Presentation
C Browser
D System
- 16 What is connected in a LAN?
A Computers on one site
B Computers in many sites
C Computes in one office
D Computes on the Internet
- 17 You have created an email group. Where is the group stored?
A Inbox
B Outbox
C Contacts
D Cabinet folder
- 18 Which type of software would you use to store customer data?
A Database
B Spreadsheet
C Presentation
D Word Processing
- 19 How are computers in a WAN connected?
A Cables
B Telephone lines
C Internet
D Intranet
- 20 Why is it important to make regular back-ups of computer data?
A To prevent loss of data
B To comply with the law
C To protect the computer
D To increase the storage company
- 21 Contact details can be automatically added to email messages. What is this called?
A Autograph
B Closure
C Signature
D Footer
- 22 Your modem runs at 56K bps. What does this represent?
A Speed of your computer
B Speed of transferring data
C Speed of your hard disk
D Speed of cache memory
- 23 Which type of system would you use barcode input?
A Payroll
B Invoicing
C Training
D Supermarket
- 24 Where should you store back up copies of your data?
A Near to the computer
B In a different location
C In your car
D In an off-site fire proof store

- 25 Which device is used to enter details of books issued into a library computer system?
A Mouse B Keyboard
C Barcode scanner D Mark reader
- 26 You have a modem and a telephone connection. What else do you need to connect your computer to the Internet?
A Browser and printer B ISP account and printer
C ISP account and network D Browser and ISP account
- 27 Which of these describe a computer program?
A An input device B A set of instructions
C An interactive user guide D A help system
- 28 You have installed more memory in your computer. What type of memory is this?
A Cache B Virtual
C ROM D RAM
- 29 Which type of computer is used to process large amounts of corporate data?
A Notebook B Mainframe
C Mini computer D Desktop
- 30 Which is the best way of protecting a computer system from unauthorised use?
A Ensuring all users have passwords B Locking the office
C Using a screensaver D Maintaining an audit trail
- 31 Which of these devices can be used to input and output information?
A Scanner B Printer
C Bar Code Reader D Touch Screen
- 32 Which type of system is used to provide information for employees within a company?
A Internet B Intranet
C Extranet D Electronic mail
- 33 Which of these is an example of an e-commerce activity?
A Viewing a travel timetable B Checking theatre availability
C Downloading a screen saver D Booking a flight
- 34 Computers are much used in supermarkets. Which of these computer based applications will be of MOST use to the managers of the supermarket?
A Scanning the items sold B Providing stock information
C Producing itemised bills D Checking prices
- 35 Which of these applications of computers would store information about which course a student is enrolled on?
A Computer based training B Timetabling
C Student Records D Fees database
- 36 Which of these is always an advantage of buying goods online?
A Longer opening hours B Greater choice
C Personal service D Cheaper prices